

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies **DATE:** July 27, 2001

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: INPUT OF VENDOR INFORMATION INTO RI-SAIL

Presently, the Division of Purchases and the Office of Accounts and Control are working to input vendor information into RI-SAIL so payments can be made. To improve the accuracy of the vendor data, it is being manually entered into RI-SAIL.

In an effort to quicken the process of inputting this information and to input vendors that are a priority to agency operations, I am asking you to complete and return (electronically) this spreadsheet. (Please see CFO:02-05A for spreadsheets.) You should list your "top one hundred" vendors.

Important: In order to prevent the same vendor information listed on several spreadsheets from the same department or agency, I am requesting that you designate one employee to coordinate the compilation of the spreadsheet. Any questions regarding a spreadsheet from any department/agency will be returned back this employee via e-mail.

Upon completion of the listing, please e-mail the spreadsheet to JaniceP@gw.doa.state.ri.us or DebbieL@gw.doa.state.ri.us in the Office of Accounts and Control. Please e-mail either Janice or Debbie with any questions.

/hh
CFO:02-05